

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Zoning Enforcement Specialist III****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages the investigation of properties to ensure that land use is in compliance with zoning regulations. Reviews residential and commercial development plans for accuracy and compliance with zoning ordinance. Issues zoning certificates, reviews work, and provides assistance to staff.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

| Physical Strength Code |   | ESSENTIAL FUNCTIONS  |
|------------------------|---|--|
| 1                      | M | Enforces zoning ordinances by conducting field investigations in response to complaints, surveying the area for additional violations, reviewing permit requests for zoning requirements, reviewing construction, repair and renovation plans for compliance, and issuing violation notices. |
| 2                      | S | Provides assistance to the general public by receiving zoning violation complaints, forwarding information to enforcement officers for investigation, and explaining regulations and proper compliance procedures.   |
| 3                      | S | Performs administrative duties by maintaining a computer tracking system including maps, addresses, permits, zoning maps, and other related information, conducting research, and issuing zoning certificates.   |
| 4                      | S | Provides direction and guidance to staff by assisting them with difficult court cases, interpreting ordinances, reviewing their work, preparing reports, making recommendations, and implementing changes.   |
| 5                      | S | Performs related duties by preparing cases and compiling data for the prosecution of violations to city code.  |

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

| <b>CLASS REQUIREMENTS</b>              |   |
|--|---|
| Formal Education / Knowledge           | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.                                 |
| Experience                             | Two years experience in zoning or planning.   |
| Certifications and Other Requirements  | Valid Driver's License, Special Police Commission   |
| Reading                                | Work requires the ability to read State and City code books, City Zoning ordinances, Bureau standard operating procedures manual, general correspondences and memorandums including emails, comprehensive and interpretation of land use regulations, legal documents, surveys, construction and architectural plan, State and Federal regulations, computer programs.  |
| Math                                   | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.  |
| Writing                                | Work requires the ability to write various records, public records documents and forms, general correspondences and memorandums.  |
| Managerial                             | Managerial responsibilities include supervision of procedural activities.   |
| Budget Responsibility                  | N/A   |
| Supervisory / Organizational Control   | Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.  |
| Complexity                             | Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.   |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies and the general public may also be required. |

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary   | Light X   | Medium  | Heavy  | Very Heavy  |
|---|---|---|--|---|
| S = Sedentary<br>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light<br>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium<br>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy<br>Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy<br>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION  |
|------------------|----------------|--|
| Standing         | F              | Inter-office, copier, fax machine, filing, conducting investigations   |
| Sitting          | F              | Computer, desk work, to/from off site locations  |
| Walking          | F              | Walking on surveys or inspection locations   |
| Lifting          | R              | Clip board and brief case, equipment, two-way radio, cellular telephone, office supplies, construction plans |
| Carrying         | R              | Clip board and brief case, equipment, two-way radio, cellular telephone, office supplies, construction plans |
| Pushing/Pulling  | N              |  |
| Reaching         | R              | Office supplies, plans   |
| Handling         | O              | Two-way radios, cellular telephone, plans, applications,   |
| Fine Dexterity   | R              | Computer keyboard, calculator, typewriter, writing   |
| Kneeling         | O              | Observation of residential and building interiors, filing in file cabinet drawer                             |
| Crouching        | N              |  |
| Crawling         | N              |  |
| Bending          | R              | In/out of vehicle  |
| Twisting         | N              | To/from computer to telephone  |
| Climbing         | R              | Stairs, access to buildings  |
| Balancing        | O              | On stairs  |
| Vision           | C              | Computer, desk work, conducting investigations, writing, reading, driving                                    |
| Hearing          | C              | Telephone, co-workers, supervisors, case administrators, investigators, general public, meetings, radio      |
| Talking          | F              | Telephone, co-workers, supervisors, case administrators, investigators, general public, meetings, radio      |
| Foot Controls    | F              | Driving  |
| Other (specify)  | N              |  |

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Multi line telephone, digital camera, two-way radio, cell phone, microfilm reader, fax machine, computer, Municipal software, digital camera software, Standard Microsoft Windows and Office software

**ENVIRONMENTAL FACTORS:**

|           |                               |                                |                |           |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several<br>Times Per Week | M = Several<br>Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTORS     |   |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards       | S | Dirt and Dust             | D |
| Chemical Hazards         | M | Extreme Temperatures      | D |
| Electrical Hazards       | S | Noise and Vibration       | D |
| Fire Hazards             | M | Fumes and Odors           | M |
| Explosives               | M | Wetness/Humidity          | W |
| Communicable Diseases    | M | Darkness or Poor Lighting | S |
| Physical Danger or Abuse | D |                           |   |
| Other (see 1 below)      | N |                           |   |

| PRIMARY WORK LOCATION |    |
|-----------------------|----|
| Office Environment    | X  |
| Warehouse             | -- |
| Shop                  | -- |
| Vehicle               | X  |
| Outdoors              | X  |
| Other (see 2 below)   | X  |

(1)

(2) Various field locations

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety glasses, hard hat, body armor

**NON-PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
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|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS                          |   |
|---|---|
| Time Pressures                                | F |
| Emergency Situations                          | O |
| Frequent Change of Tasks                      | F |
| Irregular Work Schedule/Overtime              | O |
| Performing Multiple Tasks Simultaneously      | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work                      | O |
| Noisy/Distracting Environment                 | O |
| Other (see 3 below)                           | N |

(3)